

Time Cards in FAMIS

Entering Time Cards

Click the “**Labor Charges**” button on the main menu. The following window will appear:

The screenshot shows the 'Labor Timecard' window in the FAMIS Xi application. The window title is 'FAMIS Xi (monte@prod)'. The menu bar includes 'File', 'Edit', 'Query', 'Record', 'Attachments', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area is titled 'Labor Timecard' and includes fields for 'Employee', 'Work Date' (5-MAY-2009), and 'Labor Status' (ENTERED). There are tabs for 'Timecard' and 'Daily Schedule'. A table with columns: 'WO Number', 'Location', 'WO Description', 'Hours', 'Task Code', 'Pay Code', 'Labor Class', 'Shift', 'Comments', and 'Work Done?' is shown. The 'Hours' column has a value of .00. Below the table is a 'Total Hours' field with a value of .00. At the bottom, there are buttons for 'Route Work Order...', 'Equip Rental...', 'View WO...', 'Status History...', 'Print', 'Save and Approve', and 'Save, Don't Approve'. A 'Time-In/Time-Out' section has checkboxes for 'Absent' and 'Exempt', and input fields for 'Start' and 'Stop' times. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

Enter data from the time cards as follows on the next page –

Regular work orders actually start with “WO”, but people don’t generally include that on their time cards. So, for example, if they wrote “167298” on their time card you’d enter WO167298.

Enter a work order number from the time card into the far left column, under “WO Number”. Then tab once to the “Hours” column and enter the hours for that work order from the time card. Next, press the **Arrow Key** down to the next line and repeat until all the work orders and hours on the time card have been entered.

When entering the work orders and hours, be very careful to check that the “WO Description” that pops up when you tab to the “Hours” field matches the brief handwritten description on the time card. Sometimes the person may have mis-written the work order number, and this is a check to make sure that they didn’t. Since Facilities also uses FAMIS for their work orders, we need to be careful not to enter time on any of their work orders. Also, if a person is attempting to put time on a work order that’s already been closed, FAMIS won’t allow you to enter the hours – you’ll get a warning message that the work order is closed. For these kinds of errors – a wrong work order or one that doesn’t match the description on the time card – make a note in red ink on the time card and talk to the person who submitted the time card. Do the same if the total at the bottom of the FAMIS window doesn’t match the total on the paper time card when all the hours have been entered.

At the bottom of the Time Card Entry form is a section for the times the person started and stopped work during the day – these apply to when they were actually on premises (breaks are considered “work”, so you don’t stop and re-start time for breaks).

On the next page you’ll see how to fill out this section –

Change History

Date	Description	Changed By
3 June, 2010	Created Document	Mike Finkbiner
29 March, 2012	Added U of I Template	Tim Haight